

Cascade County

Job Vacancy Announcement

Position: Justice Court Clerk	Closing Date: July 3, 2012
County Department: Justice Court	Dept. Admin.: Judges Fagenstrom & Wilkins
Type of Position: Full-time	Salary: \$10.35 per hour
	Must join Teamsters Union Local No. 2
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

Description of Position

This position processes Justice Court cases to include criminal, traffic, civil, small claims, and orders of protection. The Court docket is maintained on computer and the job requires a great deal of accurate data entry. The position involves processing legal documents and providing information to the public; the ability to deal tactfully and appropriately with the public as well as other agencies, including members of the public who are difficult and under great stress. This position opens and maintains files and schedules on the court calendar. Requires handling money, processing mail, answering the telephone, waiting on the public, balancing the daily cash, helping other clerks and performing general office work as required.

Job Requirements

Knowledge of: General office procedures; English usage, spelling, grammar, and punctuation; court procedures and legal terminology; bookkeeping and record keeping practices; Microsoft Office software (Word, Excel, Outlook) Internet and E-Mail.

Skills in: Typing; data entry; personal computer; filing; telephone etiquette; and operation of various office equipment.

Ability to: File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines; use of cash register to include accurate counting of money, balancing and making change; attention to detail; analyze, assemble, and compile accurate information from various databases; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; handle difficult individuals and stressful situations; and work with many different cultures respecting their heritage and traditions.

Education and Experience

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED with prior office secretarial or administrative office support, legal and computer experience preferred.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted, the results thereof may disqualify the Applicant from consideration for employment with Cascade County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.